



Requirements Document

PRC-RD-WKM-8524

Supervision of Fieldwork

Revision 0, Change 2

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**Project: CH2M HILL Plateau Remediation Company
Topical Area: Work Management**

**Technical Authority: S. J. Gray
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Editorial change to correct the section of PRC-MP-MS-003 referenced at step 2.2.3.j. Editorial change to correct document references from HNF-5173 to CHPRC-00073 and from PRC-POL-OP-40010 to PRC-MP-MS-589.

5/17/09, Rev. 0-1:

Editorial changes to align with current CHPRC procedures format, and reference and form numbers and titles.

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1.0 INTRODUCTION

The requirements in this document were derived from Section 3 of DOE Enforcement Action, EA-1999-04, *Compliance Order Requiring Quality Assurance Corrective Measures (Effective Immediately)*, issued May 26, 1999. They were extracted from HNF-PRO-4616, *Supervision of Fieldwork Activities*, which was developed in response to the compliance order and cancelled upon publication of this requirements document.

1.1 Purpose

This Level 1 Requirement Document establishes the minimum qualification requirements for personnel authorized to supervise fieldwork at nuclear facilities and their support facilities. Non-nuclear projects and facilities qualification programs may be tailored to reflect the differences in work scope and safety basis application.

1.2 Scope

The provisions of this document are intended to be applied throughout Plateau Remediation Contract (PRC) Projects to complex evolutions involving multiple crafts, jobs with hold points, or work performed under complicated work plans. Generally, routine work such as normal surveillance operations, simple instrument calibrations, routine radiological surveys, and custodial cleaning will not require the level of supervision prescribed in this document. However, a graded approach based on risk and job complexity should be used in assigning fieldwork supervision to any job where appropriate.

1.3 Applicability

The requirements in this document do not apply to the position of "lead worker" as it is used in the Hanford Atomic Metal Trades Council (HAMTC) Bargaining Unit contract for those workers in lead positions for their particular job classification; nor to personnel working on skill-based, self-directed tasks. A qualified Fieldwork Supervisor (FWS) is available for technical or administrative assistance to personnel working on those tasks as needed.

1.4 Implementation

This document replaces HNF-RD-8524, Revision 2, and is effective upon publication.

2.0 RESPONSIBILITIES

2.1 PRC Project Management

- Project Management is responsible to select FWS candidates and ensure they receive the training and experience to conduct work safely and effectively.
- Project Management is responsible to ensure that a trained and qualified FWS is assigned to fieldwork in accordance with these requirements.

2.2 Fieldwork Supervisor (FWS)

- The FWS is the designated person responsible for safe and productive performance of specifically identified work in accordance with established requirements and approved work procedures.

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- Terms such as "Person-in-Charge (PIC)," "Job Sponsor," "fieldwork supervisor," and other similar terms may be used to identify personnel who actually supervise fieldwork. The term "Fieldwork Supervisor" is used throughout this document to denote all the above functions.
- In this context, the term Fieldwork Supervisor refers only to the specific duties of a supervisor related to the execution of the assigned work task and not to other management responsibilities.
- FWS for work teams not a part of the facility (Construction, outside subcontractors, etc.) shall be qualified to the facility specific program or work under the direction of a facility qualified FWS.
- Under all circumstances, the FWS is responsible for the fieldwork activity, including casualty situations, until relieved by proper authority.
- For some events (e.g., radiological spills), a Radiological Control Technician (RCT) may be designated as the person with specific scene Radiological Control responsibilities. However, this designation does not relieve the FWS of the overall responsibility for the work activity. When the FWS designates the RCT with specific responsibilities, they must execute a clearly understood turnover (defining the scope of responsibility).

3.0 REQUIREMENTS

3.1 DOE Enforcement Action Compliance Order Source Requirement

NOTE: For the tables in this section under the requirement "type" column, "V" means verbatim and "I" means interpreted.

#	REQUIREMENT	TYPE V or I	SOURCE
1.	CH2M HILL Plateau Remediation Company (CHPRC) shall implement work control processes such that all nuclear facility and support system work activities are properly supervised by designated and trained work control personnel and that work is performed in accordance with established project requirements and approved work procedures.	I	EA-1999-04

3.2 Derivative Requirements for Hanford Contractors

#	REQUIREMENT	TYPE V or I	SOURCE
1.	CHPRC and CHPRC subcontractors that manage nuclear facilities and support system work activities shall establish and implement processes for fieldwork supervision.	I	EA-1999-04
2.	Facility fieldwork supervision processes shall include the authority and authority flowdown in multi-discipline teams and during casualty situations.	I	EA-1999-04
3.	Facility fieldwork supervision processes shall define the role of fieldwork supervision with respect to the following responsibilities:	I	EA-1999-04

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#	REQUIREMENT	TYPE V or I	SOURCE
	a. Understanding the safety basis limits specific to the work activity. [Refer to facility Safety Analysis Report (SAR)/Basis for Interim Operations (BIO)/Authorization Agreement (AA)/Authorization Envelop (AE)/Documented Safety Analysis (DSA)]	I	EA-1999-04
	b. Verifying that hazards have been identified and appropriate controls applied in work instructions. This includes providing a written description of work requiring radiological control screening (including an overall description of the major tasks within the work scope) to the radiological control work screener early in the planning process. (Refer to PRC-PRO-WKM-079, <i>Job Hazard Analysis</i> and CHPRC-00073, <i>CH2M HILL Plateau Remediation Company Radiological Control Manual</i>)	I	10 CFR 851.21(a) EA-1999-04
	c. Ensuring workers are provided with time to become familiar with the contents of the technical work documents involving radiological work or support prior to starting the job. (Refer to FDH-3854, <i>Radiological Hold Point Investigation Report Findings and Action Plan</i> , Table 2-1, Action 13)	I	FDH-3854, Table 2-1, Action 13 PRC-MP-MS-003 10 CFR 851.23(a), .25
	d. Conducting pre-job briefings to ensure those involved with the fieldwork understand their roles and responsibilities before commencing work. (Refer to PRC-PRO-WKM-079 and CHPRC-00073)	I	PRC-MP-MS-003, 4.4.3 10 CFR 851.22(b)(3)
	e. Keeping team members informed of who is in charge. (Refer to PRC-PRO-WKM-079)	I	EA-1999-04
	f. Ensuring that work is performed safely, productively, and in compliance with applicable procedures. (Refer to PRC-MP-MS-589, <i>CH2M HILL Plateau Remediation Company Procedures</i>)	I	EA-1999-04
	g. Enforcing strict compliance to Hold Point requirements in work instructions. (Refer to PRC-PRO-QA-5432, <i>Hold Point Application in Technical Work Documents</i>)	I	EA-1999-04
	h. Ensuring the procedure change process is understood and implemented by those involved in the fieldwork according to applicable procedures. (Refer to PRC-PRO-MS-40117, <i>Requirements Management Process</i>)	I	EA-1999-04
	i. Taking appropriate actions when a stop work order has been given. (Refer to PRC-PRO-SH-3468, <i>Stop Work Responsibility</i>)	I	10 CFR 851.20 (a)(4) PRC-MP-MS-003, 2.1.3, 4.4.3
	j. Addressing hazards properly when changing conditions occur. (Refer to PRC-PRO-WKM-079 and PRC-PRO-WKM-14047, <i>Pre-Job Briefings and Post-Job Reviews</i>)	I	EA-1999-04 PRC-MP-MS-003, 5.1, 7.1

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#	REQUIREMENT	TYPE V or I	SOURCE
	k. Documenting mid-job turnover when tasks must be continued from shift to shift or day-to-day, or if a task must be interrupted. (Refer to PRC-PRO-WKM-12115 <i>Work Management</i>)	I	EA-1999-04
	l. Conducting post-job briefings when required or appropriate. (Refer to PRC-PRO-WKM-079, PRC-PRO-WKM-14047, and CHPRC-00073)	I	10 CFR 851.20.(a)(4) DOE O 440.1B, Contractors Requirement Document (CRD), items 10, 11, 12, & 18, PRC-MP-MS-003,
4.	Facility management shall identify in writing or in an electronic database those individuals responsible for controlling work in the field.	I	EA-1999-04
5.	Training programs shall be established to address qualification and maintenance requirements for fieldwork supervision.	I	EA-1999-04

4.0 FORMS

None

5.0 RECORD IDENTIFICATION

No records are generated by this procedure, except as are captured in other processes are required to be managed in accordance with PRC-PRO-IRM-10588, *Records Management Processes*. OCRWM records are also managed in accordance with PRC-PRO-QA-19579, *OCRWM Records Management*.

6.0 SOURCES

6.1 Requirements

CRD O 433.1A, *Maintenance Management Program for DOE Nuclear Facilities*
EA-1999-04, *Compliance Order Requiring Quality Assurance Corrective Measures (Effective Immediately)*, issued May 26, 1999
PRC-MP-MS-003, *Integrated Safety Management System /Environmental Management System Description*
10 CFR 851, *Worker Safety and Health Program*
DOE O 440.1B, *Worker Protection Program for DOE (including the National Nuclear Security Administration) Federal Employees*

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6.2 References

CHPRC-00073, *CH2M Hill Plateau Remediation Company Radiological Control Manual*
PRC-PRO-IRM-10588, *Records Management Processes*
PRC-PRO-QA-19579, *OCRWM Records Management*
PRC-MP-MS-589, *CH2M HILL Plateau Remediation Company Procedures*
PRC-PRO-MS-40117, *Requirements Management Process*
PRC-PRO-QA-5432, *Hold Point Application in Technical Work Documents*
PRC-PRO-SH-3468, *Stop Work Responsibility*
PRC-PRO-WKM-079, *Job Hazard Analysis*
PRC-PRO-WKM-12115, *Work Management*
PRC-PRO-WKM-14047, *Pre-Job Briefing and Post-Job Reviews*